



Environmental Mini-Grant 2015 Application

Shorelinewa.gov/EnvironmentalServices

Application Directions: Applications must be limited to 5 pages total in 10 point type size. Please be clear, succinct, and number all pages.

Date: _____

Organization / Business Name: _____

Organization / Business Address: _____

Telephone: _____ Website: _____

Project Coordinator's Name: _____ Telephone: _____

Email: _____

1. What is the goal of the project and the environmental need identified:

2. Briefly describe your project:

3. Where will the project be conducted: public property ____ private property ____

If the project is on private property, what is the project's measurable benefit to the public?

4. What is the Project start date: _____ Project end date: _____

5. **Project work plan**

Briefly describe each project activity and when it will occur.

<u>Activity</u>	<u>Projected date of completion</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6. Are permits or letters of permission required for this project? If so, please list & attach.

7. **Anticipated items and budget required for project:**

Attach any quotes for items, or services including hourly rates.

<u>Item / Services</u>	<u>Source / Vendor</u>	<u>Estimated cost / Hourly rate</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. **Amount of funding requested from Environmental Mini-Grant Program:** _____

Note: The City of Shoreline is required to pay sales tax, whether or not the vendor charges you tax. The tax will be deducted from the project's grant funding total. Washington State does tax shipping and handling.

9. **Project match**

Indicate how you will arrive at your 20% match for this project (e.g. labor, materials, or money). The value of one general volunteer hour is \$21. Professional services that are donated are valued at the 'reasonable and customary rate' for that service. Justification for a specific professional rate must be provided by the applicant and approved by the City before the service is utilized in the project.

<u>Match item</u>	<u>Estimated value</u>
<i>example: Volunteer labor 60 hours X \$21/hr</i>	<i>\$1,260</i>
_____	_____

Estimated Total Value of Match: _____

10. If you will be using volunteers for non-technical services, please describe how you will secure their participation in the project:

11. If any partner organizations, such as schools, neighborhood associations, or businesses, will be involved in this project, describe how they will be contributing to the project:

12. Will your project require on-going maintenance or repair? If so, how will it be provided?

Note: If the Mini-Grant project has been installed on private property, or on property owned by another public entity, such as the School District, King County, or Seattle City Light, the applicant will work with the property owner to develop and implement a maintenance plan.

Signed by Person Authorized to Sign Agreement between the City & Organization

Print Applicant Name

Applicant Signature
(in blue ink)

Date

Application due:

No later than June 30

Submit Un-signed Application to:

rcecil@shorelinewa.gov

Submit Signed Application to:

Environmental Programs Coordinator
City of Shoreline
17500 Midvale Ave. N.
Shoreline, WA 98133